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[redacted]

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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

19 January 1953

1. Colonel White observed that the emergency force lists of the various administrative offices are not current and directed each office to bring them up to date immediately and report accomplishment of this by telephone to [redacted] no later than 26 January.

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2. The relationship of the Assistant Director (Personnel) and the Personnel Director was clarified. Colonel White stated that although the difference of title was unique in the Agency the Personnel Director is a full deputy to the Assistant Director (Personnel)

3. Colonel White commented on the problem of Agency personnel quoting Mr. Wolf or himself as to their approval of some particular action. He directed that the administrative offices should not act on heresay but only upon direct personal, oral, or written instructions, and, at the very least, confirmation should be obtained from Mr. Wolf or Colonel White by telephone.

The reverse of this problem also was discussed. Subordinates in administrative offices have been reported as saying, "This is OK if you get permission from the DD/A." When it is determined that higher administrative approval is required, the request for such approval will be made through administrative channels. Operating representatives will not be asked or expected to seek such higher authority directly.

4. The Chief, Organization and Methods Service, was asked to consider the problem of distribution of sensitive Agency issuances to give proper attention to the principle of "need to know." It was indicated that possibly better use of "special distribution" is the answer.

5. The example of a delayed shipment, which when finally delivered was no longer needed, was used to point up a principle which should be observed by all administrative offices, that of checking to be sure that proper follow-up on advice to the field is made although recognizing that field advice is the responsibility of the area division concerned. Mr. Wolf pointed out that regardless of the channels the DD/A is responsible for all administrative support, and every effort must be made by the administrative offices to insure that such matters are properly and expeditiously handled. He emphasized, however, that such action must be taken through the proper channels.

6. The procedure for the preparation of administrative plans for projects under the provision of [redacted] was clarified. The Project Administrative Planning Staff (PAPS) is responsible for presenting to CAO/DDP

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coordinated draft plans. The administrative plans will only be produced in the roughest outline by the operating offices concerned. The separate parts of such plans, i.e., procurement, funds, personnel, etc., will be produced by the central administrative offices concerned and the coordinated whole by PAPS. Such plans will then be presented to the CAO/DDP for his approval. If satisfactory to him, the plans will then be authorized by the Deputy Director (Administration) as being coordinated administrative plans which can be supported by the central administrative office. Upon authorization by the DD/A the plans will then go to the DD/P for his final approval.

Nothing in this procedure is to be construed as denying assistance from the area division or administrative office to PAPS in the preparation of the plans, but the decision has been made and will be honored that PAPS is responsible for the preparation of such plans. Colonel White commented further that the plans should be tightened up and that they must be complete whether any particular item in question has happened or is to happen.

Colonel White observed that clarity and effectiveness would be served by preparing the plans by sections, i.e., personnel, finance, procurement, etc., rather than preparing them in a continuous narrative form. It was observed that too much time is being spent in the preparation and coordination of such plans, and it was directed that representatives sent from administrative offices to committees on the preparation of plans must have authority to act for their offices. Individuals in administrative offices who are to be focal points for administrative planning for projects must have authority to act. This does not deny the principle of referring to the chiefs of the offices concerned an issue which the representatives do not feel competent to settle. This should be done, however, in the course of the preparation of the plans and should not wait until the package is complete. It was further directed that the office representatives should sign a concurrence sheet for any plans in which they have participated. It was directed also that the primary responsibility for any action should be given, whenever possible, to a single office, providing for such assistance or concurrence as is necessary. Mr. Wolf summarized by saying that the DD/A's signature on the plans was the assurance to the DD/P that central administration could support them as written if approved by the DD/P.

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